



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Hazardous Waste Program

Division: Division of Environmental Quality

Sub-Section: Brownfields Voluntary Cleanup

TITLE: Drycleaning Environmental Response Trust (DERT) Remediation Files

CUTOFF: EOSFY in which Certificate of Completion was issued

DESCRIPTION: Includes general and technical reports related to the remediation of dry cleaner sites.

RETENTION: Years: 99 Months: Days:

NOTES: Records may be microfilmed and then paper copy destroyed.

DISPOSITION ACTION: Destroy

SERIES: 23152

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Drycleaning Environmental Response Trust (DERT) Claims Files

CUTOFF: Completion of claim reimbursement

DESCRIPTION: Records related to all financial activity of reimbursements for remediation of dry cleaner sites.

RETENTION: Years: 3 Months: Days:

NOTES: May be destroyed after conclusion of state audit if completed before end of retention period.

DISPOSITION ACTION: Destroy

SERIES: 23153

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Hazardous Waste Program

Division: Division of Environmental Quality

Sub-Section: Brownfields Voluntary Cleanup

TITLE: Drycleaning Environmental Response Trust (DERT) Long Term Stewardship Files

CUTOFF: EOCY

DESCRIPTION: Records related to long term stewardship activities. Records include the portion of the Final Report describing the remedial action taken and the contaminants (concentration and their location) remaining on DERT site, the restrictive covenant, the certificate of completion and Long Term Stewardship (LTS) inspection forms. Because the covenants for long term stewardship sites are in effect in perpetuity (Section 260.1024.1 RSMo), records on the restrictions in place, the contamination remaining, and the remedial actions taken must be kept to conduct inspections and effectively monitor the site to ensure that restrictions are not violated resulting in human or environmental exposures to contamination. These sites are closed with contamination remaining, and are not safe for unrestricted use. These sites are monitored to ensure they are maintained and used properly as long as the contamination is present (buried waste, contaminated groundwater, and radioactive waste).

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23155

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Drycleaning Environmental Response Trust (DERT) Registration Files

CUTOFF: EOCY

DESCRIPTION: Records related to registration activities for all dry cleaner sites required to register with the Drycleaning Environmental Response Trust (DERT) Fund, per 260.915 RSMo.

RETENTION: Years: Months: Days:

NOTES: Records may be microfilmed and then paper copy destroyed.

DISPOSITION ACTION: Permanent

SERIES: 23154

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Hazardous Waste Program

Division: Division of Environmental Quality

Sub-Section: Brownfields Voluntary Cleanup

TITLE: Voluntary Cleanup Program (VCP) Long Term Stewardship Files

CUTOFF: EOSFY in which certificate of completion was issued

DESCRIPTION: Records related to long term stewardship activities. The annual inspections are conducted by a project manager in the Brownfield Voluntary Cleanup Program Section of the Hazardous Waste Program. Records include the portion of the Final Report describing the remedial action taken and the contaminants (concentration and their location) remaining on VCP site, the restrictive covenant, the certificate of completion and Long Term Stewardship (LTS) inspection forms. Because the covenants for long term stewardship sites are in effect in perpetuity (Section 260.1024.1 RSMo), records on the restrictions in place, the contamination remaining, and the remedial actions taken must be kept to conduct inspections and effectively monitor the site to ensure that restrictions are not violated resulting in human or environmental exposures to contamination. These sites are closed with contamination remaining, and are not safe for unrestricted use. These sites are monitored to ensure they are maintained and used properly as long as the contamination is present (buried waste, contaminated groundwater, and radioactive waste).

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23151

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Voluntary Cleanup Program (VCP) Site Specific Financial and Brownfield Assessment Financial

CUTOFF: Site or assessment complete

DESCRIPTION: Records related to all financial activity of VCP site remediation and Brownfield Assessments.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: May be destroyed after conclusion of state audit if completed before end of retention period.

DISPOSITION ACTION: Destroy

SERIES: 22227

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Hazardous Waste Program

Division: Division of Environmental Quality

Sub-Section: Brownfields Voluntary Cleanup

TITLE: Voluntary Cleanup Program (VCP)/Remediation and Brownfield Administrative Files

CUTOFF: EOCY

DESCRIPTION: Records related to the general administrative function of the Brownfields Voluntary Cleanup Program Section.

RETENTION: Years: 20 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23157

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Voluntary Cleanup Program (VCP)/Remediation and Brownfield Assessment Files

CUTOFF: Certificate of Completion is issued

DESCRIPTION: Includes general, technical and reports. Records related to Brownfield assessments and the remediation of VCP sites, per 260.915 RSMo.

RETENTION: Years: 99 Months: Days:

NOTES: Records may be microfilmed and then paper copy destroyed.

DISPOSITION ACTION: Destroy

SERIES: 23150

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009